

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 227-5232

State of Wisconsin

Department of Corrections

July 24, 2017

Chief Scott McConnell
Bayside Police Department
9075 North Regent Road
Bayside, WI 53217

RE: 2017 Annual Inspection, Bayside Municipal Lockup

Dear Chief McConnell:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the Bayside Municipal Lockup was conducted on June 30, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The one cell, group holding room and adjacent booking area were inspected and found to be in good condition. However, at the time of inspection, the toilet in the one cell was not functional, but was repaired on the same date. All doors and locks were also found to be in working order. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5). These checks are occurring on a weekly basis, which is an excellent practice.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were clean and well organized.

Health Care 349.09

The Bayside Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission

screens found that a health screening form is being completed on each individual being booked into the facility. Current Bayside procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered. All Bayside officers continue to be certified Emergency Medical Technicians.

Fire Safety 349.10

The facility was found to be in compliance with DOC 349.10(4) Fire Safety. The last fire inspection by the North Shore Fire Department was completed on 9/16/16, with no violations noted. An evacuation route is posted and fire protection equipment is in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Bayside Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff has been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all inspections. A spot review of the lockup logs indicated that physical security checks are being completed approximately [REDACTED] minutes on adult detainees. This is an excellent practice that exceeds the minimum requirements set forth in administrative code. A majority of detainees continue to be placed on the bench in the booking area with checks being documented.

Detention of Juveniles 349.21

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of the juvenile booking forms and files found that they are being kept separate from adults. A spot review of the lockup logs indicated that no juveniles were securely held in a cell. No delinquent juvenile was found to have been held in the lockup area longer than 6 hours. Juvenile detainees are typically being placed on the bench in the booking area under continuous supervision and removed from the secure perimeter when the booking process is completed.

Approval

The Bayside Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank you for your assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Kristi Dietz, ODF Director
File